

WesternU Alumni Association Financial Support Request Form

WesternU Alumni Association financial support is provided for activities that 1) enhance the student experience outside the classroom, 2) build a sense of community among students and/or 3) facilitate student-alumni interaction.

Class/Club Name: _____

Contact Information

Name: _____

Position: _____

Phone: _____ Email: _____

Activity Information

Name: _____

Date/Time: _____ Location: _____

Expected Number of Attendees/Participants: _____

Description/Goal: _____

Financial Information

Amount Requested: \$_____ Total Activity Cost: \$_____

Attach a detailed budget, including complete lists of...

- 1) all of your anticipated expenses (food, prizes, etc.) and their respective costs, and*
- 2) all of your secured and prospective sources and amounts of funding (College, SGA, etc.)*

Promotion

How and to whom will you advertise this activity? _____

How will you promote awareness of the Alumni Association before and/or during your activity? _____

We would like to borrow a 4' X 2' Alumni Association banner to display at our event.

Details/Tips

- There is no deadline to submit requests, but please try to get this form in at least a few weeks prior to the activity.
- Funding will likely be limited to no more than a few hundred dollars per activity.
- Requests for travel funds are unlikely to be granted, as travel typically costs a lot and benefits only a few.
- Activities that reach a large, diverse group of students will be looked upon most favorably.
- If funding is granted, it will be paid as a reimbursement for actual expenses, so save your receipts.

Completed forms may be dropped off to the Alumni Office, located on the first floor of the University Services Center (between the fountain and the Bookstore), or emailed to alumni@westernu.edu.

For questions or additional information, contact the Alumni Office.